Workforce Development & Community Education

CUSTOM TRAINING

PERSONAL ENRICHMENT

PROFESSIONAL DEVELOPMENT

ADULT EDUCATION
Custom Training
The University of New Mexico-Gallup, Workforce Development and Community Education Center provides customized training for businesses, agencies and organizations.

For more information on tuition assistance, the application process and eligibility please contact ZE CDC

Shelly C. Chimoni
(505) 782-7180
Shelly.Chimoni@ashiwi.org

Tuition assistance may be available for those that qualify
Please contact your local agencies below for eligibility:

Navajo Dept. of Workforce Development:
• Crownpoint: (505) 786-2154/2151
• Ft. Defiance: (928) 729-4372/4015
• Tohatchi: (505) 733-2838/2836
• Chinle: (928) 674-2177/2171
• Shiprock: (505) 368-1094
• Tuba City: (928) 283-3320/3323

For more information on tuition assistance, contact
Angelica Lancer with the New Mexico Workforce Connection

Anjelica Lancer
(505) 726-6336/6337
alancer@serjfp.org

Become an Instructor
Are you an expert in your field?
Do you enjoy teaching others or sharing your talents?
Would you be interested in teaching a non-credit class?
Computers & Technology

Basic Computer Class
Do you feel lost when it comes to computers? Does the word computer seem foreign to you? This class is for people who have little or no computer experience. Join us for a peaceful exploration of computers at your own pace. Topics include: computer vocabulary, operation of programs, email information, internet aid for on-line searches, and creating your own documents. Class meets for 6 days.
$100 Instructor: Stefanie Atene
Jan. 24, 26, 31 Feb. 2, 7 & 9
5:00-7:00PM
Location: Calvin Hall 203

Small Business “Contracting with the U.S. Federal Government”
Class meets for 6 days. Introduction into the pre-requisites required to begin doing business with the U.S. Federal government. The course will provide information regarding DUNS registration, SAM registration Socio Economic Regulations, HUB Zone, and proposal submission to address FAR clauses and regulations.
$100 Instructor: Stefanie Atene
Feb. 21, 23, 28, Mar. 2, 7 & 9
5:00-7:00PM
Location: UNM Gallup Calvin Hall 203

Basic Excel Spreadsheets
Excel presents detailed hands-on instruction on how to create a spreadsheet consisting of the creation of a workbook, working with formulas and functions, and creating charts. Excel provides students with a solid understanding of important spreadsheet concepts, including order of precedence in formulas, function syntax and absolute and relative cell references. Class meets for 3 days.
$100 Instructor: Lorena Thompson
Feb. 4, 11 & 18 8:00-12:00PM
Location: UNM Gallup Calvin Hall 203

Basic Power Point
Detailed hands on instruction in Power Point will be presented as a document you create for presentations which is made up of a series of slides. The slides that you create using PowerPoint can also be presented as overhead transparencies. In addition to slides, you can print audience handouts, outlines. Class meets for 2 days.
$100 Instructor: Lorena Thompson
April 1 & 8 8:00-12:00PM
Location: Calvin Hall 203

Explore Your Android Smartphone
Inside your Smartphone is a world of wonder! That is of course if you know how to use your Smartphone... Whether it’s your first phone ever or upgrading most of us don’t use the full potential of our phones or know how to. Come and learn how to set up and manage its features and effectively discover and explore how to use the phones available apps. Class meets for 2 days.
$49 Instructor: Joe Elliott-Nez
Mar. 6 & 7 5:30-7:30PM
Location: Calvin Hall 205

Explore Your Apple iPhone
Learning your Apple iPhone features can bring the world alive to your fingertips. Experience all the incredible apps and functions that iPhones have to offer. Setting up your Apple iPhone can be a challenge if you’re new to the Apple world... So, come and learn how to access the Cloud, log into iTunes, create photo galleries, view videos and so much more... Get tapped in with the swipe of your finger! Class meets for 2 days.
$49 Instructor: Joe Elliott-Nez
Mar. 8 & 9 5:30-7:30PM
Location: Calvin Hall 205

Personal Financial Management

Build a Basic Budget: The Five-Step Saving Plan
Understand the steps to set up a spending plan, identify spending leaks, and how to track spending to find ways to save.
$35 Instructor: Dale Dedrick
Feb. 10 5:30-6:30PM
Location: CH 205

Pay Yourself First
Help identify options to save money, why it is important to save, and determine goals toward which you want to save.
$35 Instructor: Dale Dedrick
Feb. 24 5:30-6:30PM
Location: CH 205
Predatory Lending & Avoid ID Theft
Identify types and pitfalls of predatory lending including “red flag’s”, common tactics and how to avoid unfair credit practices. How to deter, detect and defend against identity theft.
$35. Instructor: Dale Dedrick
Mar. 10 5:30-6:30PM
Location: CH 205

Understanding Your Credit Report
How to read and understand what affects a credit score.
$35 Instructor: Dale Dedrick
Mar. 24 5:30-6:30PM
Location: CH 205

Charge it Right
The purpose of various types of credit cards and how to use them responsibly. Application requirements and tips to think about when choosing a card.
$35 Instructor: Dale Dedrick
April 7 5:30-6:30PM
Location: CH 205

Car Buying Workshop
How to establish your needs by doing research, financing options, review of contracts, trade-in resources in purchasing a vehicle.
$35 Instructor: Dale Dedrick
April 28 5:30-6:30PM
Location: CH 205

Borrowing Basics
How to use credit appropriately including what forms of credit best suit your needs, understand credit and why it is important, identify the three types of loans and the costs associated with getting a loan.
$35 Instructor: Dale Dedrick
May 12 5:30-6:30PM
Location: CH 205

A Roof over Your Head
Help you make informed choices about renting and getting a mortgage, identify the costs associated with renting and owning including the benefits and pitfalls of each option.
$35 Instructor: Dale Dedrick
May 26 5:30-6:30PM
Location: CH 205

Workforce First Aid and CPR Training
Whether you need emergency training for the workplace or the community, we can deliver comprehensive training that’s easy to learn and easy to remember.
Choose from one of the following dates:
$60 Instructors: Various
January 14 9:00AM-4:00PM
February 4 9:00AM-4:00PM
March 4 9:00AM-4:00PM
April 1 9:00AM-4:00PM
May 6 9:00AM-4:00PM
June 3 9:00AM-4:00PM
July 1 9:00AM-4:00PM
Location: CH 207

Workforce CPR Pro (BLS) Training for Healthcare Providers
This expert-level program from the American Safety & Health Institute helps keep healthcare professionals prepared and ready to respond as they encounter life-threatening emergencies, provide basic life support, and respond to choking and other airway obstruction incidents. ASHI’s CPR Pro for the Professional Rescuer has been approved for training for Emergency Medical Services personnel and is accepted by the National Registry of Emergency Medical Technicians (NREMT).
Intended Audience: This program is designed for individuals in the healthcare or professional rescuer field that are required to have professional-level basic life support training.
Choose from the following dates:
$50 Instructors: Various
January 13 9:00AM-5:00PM
January 20 9:00AM-5:00PM
January 27 9:00AM-5:00PM
January 28 9:00AM-5:00PM
Location: Rio West Mall
Wilderness & First Aid Training
We all need to know what to do when something goes wrong; whether it is in a remote river canyon, Forest Service Road or far in the back country. Wilderness First Aid and (CPR) are focused on giving you hands on skills and knowledge so that you can make educated decisions and know what to do when confronted with a wilderness setting emergency. Come learn in a realistic environment that is supportive, educational and fun.

$129
Instructor: Ken Hoffman
June 3 & 4
9:00AM-5:00PM
Location: TBA Call 505-863-7743 for more information

Workforce OSHA 10 Construction
Customized Training
OSHA training taught by an authorized OSHA trainer. This training is a 10-hour program and is intended primarily for entry level construction or maintenance workers. Instruction time is 10-hour minimum.

$TBA
Instructor: TBA

Workforce OSHA 30 Construction
Customized Training
OSHA training by an authorized OSHA trainer. This training is a 30-hour program and is intended for workers that have safety responsibilities (SUPERVISORS AND FOREMEN) a greater depth and variety of training. Instruction time is 30-hour minimum.

$TBA
Instructor: TBA

Workforce OSHA 10 General Industry
Customized Training
OSHA training taught by an authorized OSHA trainer. This training is a 10-hour program and is intended primarily for entry level General Industry workers. Instruction time is 10-hour minimum.

$TBA
Instructor: TBA

Workforce OSHA 30 General Industry
Customized Training
OSHA training taught by an authorized OSHA trainer. This training is a 30-hour program and is intended for General Industry workers that have safety responsibilities (SUPERVISORS AND FOREMEN) a greater depth and variety of training. Instruction time is 30-hour minimum.

$TBA
Instructor: TBA

Active Shooter Civilian Response Training for all Organizations
Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooter situations are often over within 10 to 15 minutes, often before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

$35
Dates: Jan. 27, Feb. 10 or Mar. 10
10:00-11:30AM
Location: Calvin Hall 205

Health & Wellness
Your Body, Your Mind & You!
Natural ways to help you heal yourself and your family. Facts and Fiction about some home remedies. How to make life changes fun and interesting.

$69
Instructor: Sandy W.
Dates: Jan. 27, Feb. 10 or Mar. 10
10:00-11:30AM
Location: Calvin Hall 205

Workforce Industry Trainings
Fiber Optic Combo: Entry level & ISP/OSP
40 Hour / 5 day
In addition to all the hands-on training offered in the entry level course this program addresses
ISP-Construction: Fiber installation, bend radius, wall entry, bonding/grounding, permits, codes, regulations, rack & patch installation, conduits/risers, storage panels, labeling/documentation, splice trays, termination box, MDU/DMARK and more.
OSP-Construction: UG/OH installation, underground (line locates/one call, depth, trace line, compaction ratio), trenching, fiber specs, equipment, fiber pull, maintenance loops and more.

$2290  Instructor: John Warren
Feb. 13-17  8:00-5:00PM
Apr. 10-14  8:00-5:00PM
May 15-19  8:00-5:00PM
Jul. 10-14  8:00-5:00PM
Location: Insight Technologies

Fiber Optic Entry level - 16 Hour / 2 day
Hands-on-training designed to provide students with a practical understanding of FTTx networks, the difference between Active and Passive Optical Network (PON). Splicing, testing, installing, safety techniques, advantages and disadvantages to systems and how they are currently being implemented in the field are just some of the topics this course offers.

$890  Instructor: John Warren
Mar. 16, 17  8:00-5:00PM
June 8, 9  8:00-5:00PM
Location: Insight Technologies

Fiber Optic Refresher - 8 Hour / 1 day
This is required for recertification for fiber optic technicians, testers, inspectors, splicers, construction, engineering and other related fields.

$490  Instructor: John Warren
Jan. 20  8:00-5:00PM
Location: Insight Technologies

Workforce Commercial Driving License Training
Date: Scheduled Monthly (call 863-7743 for more info.)
Instructor: TBA
Course Fee: $3,500
Class A CDL with Hazmat Endorsement
Get your Commercial Driver’s License in just 7 – 8 weeks! Begin your first steps toward a promising and high demand career in commercial driving industry. Careers starting at 30K – 40K annually! A new 8-week class begins monthly:

January 09, 2017 to March 3, 2017
February 6, 2017 to March 31, 2017
March 6, 2017 to April 28, 2017
April 3, 2017 to May 26, 2017
May 1, 2017 to June 23, 2017
June 5, 2017 to July 28, 2017
July 10, 2017 to September 1, 2017
August 7, 2017 to September 29, 2017
September 11, 2017 to November 3, 2017
October 2, 2017 to December 1, 2017
November 6, 2017 to December 29, 2017
December 4, 2017 to February 2, 2018

Welder’s Helper
Welder helper/aid: The workshop will familiarize the individual with the tools used, the language, safety factor, necessary assistant and help needed to enable the welder to do an effective and efficient job.

$TBA  Instructor: TBA
Dates: TBA
Location: TBA
Call 505-863-7743 for more information
Workforce Heavy Equipment Training and Certification

Heavy Equipment Certification
Do you have experience operating heavy equipment and need certification? Become knowledge and performance verified and certified through any or all the trainings offered.
Instructor: Joseph Montoya

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<tr>
<th>Equipment</th>
<th>Dates</th>
<th>Hours</th>
<th>Cost</th>
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<tr>
<td>Backhoe</td>
<td>May 1-6</td>
<td>40</td>
<td>$2215</td>
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<tr>
<td>Excavator</td>
<td>Jan 30-Feb 4</td>
<td>45</td>
<td>$2515</td>
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<tr>
<td>Skid Steer</td>
<td>TBA</td>
<td>36</td>
<td>$2115</td>
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Heavy Equipment Training
The Heavy Equipment Operations (HEO) Specialized Training is a safe and effective way to learn in a risk-free environment.

Backhoe
Feb 6 thru Mar 17   6 weeks   $3930
The Heavy Equipment Operations (HEO) specialized Backhoe Training is a safe and effective way to learn in a risk-free environment. Trainees receive NCCER HEO Specialized Operations Backhoe curriculum, safety, OSHA-10-hour certification, simulator and hands on training, and more.

Motor Grader
Mar 13-April 21    6 weeks   $4530
The Heavy Equipment Operations (HEO) specialized Motor Grader Training is a safe and effective way to learn in a risk-free environment. Trainees receive NCCER HEO Specialized Operations Motor Grader curriculum, safety, OSHA-10-hour certification, simulator and hands on training, and more.

Culture & Diversity

Work Ethics
This training, with a focus on the workforce, is about being the best employee you can be; by learning skills that are important to the employer, customers and which will make you more employable. Some components of the training will include Workforce Attitude; Attendance; Appearance; Ambition; Accountability; Acceptance; and Appreciation. The training will consist of a minimum of 8 hours; completion of all modules will consist of 40 hours; a certificate of completion in Work Ethic Proficiency will be provided.

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Dates: TBA
Location: TBA
Call 505-863-7743 for more information

Culture and the Workforce Customized Training
This seminar provides both management and staff with cultural skills needed to build a productive team, create a positive work environment and build a successful business. Call 505-863-7743 for more information

Culture and Communication Customized Training
This seminar provides participants with cultural knowledge and skills needed to function effectively in private, public and professional situations in a multicultural society. Call 505-863-7743 for more information

Beginning Sign Language
This is a noncredit workshop designed for the beginner to learn one of the oldest languages which cuts across culture and racial barriers. Whether you are learning American Sign Language to communicate with your Deaf family, friends, or simply to enrich your personal skills or to learn another language, Beginning Sign Language is the right place to start. The workshop is taught by an experienced and practicing American Sign Language instructor to give you the fundamentals of American Sign Language (ASL), from basic vocabulary and handshapes to more complex grammar and culture.

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Dates: TBA
Location: TBA
Call 505-863-7743 for more information

Conversational Navajo
Designed for both the beginning learner and the more advanced language student, Dine’ conversational workshop is the ideal tool for improving Navajo...
Speaking, reading, and writing skills. Each class starts with practice dialogues and concludes with written exercises. Navajo-English and English-Navajo glossaries will be made available in the paperback handouts. Perfect for teaching yourself Navajo! Ideal for enhancing workforce skills and customer service.

$TBA
Instructor: TBA
Dates: TBA
Location: TBA Call 505-863-7743 for more information

Conversational Spanish
Learn to improve your Spanish speaking skill for work or for personal enjoyment. Job-Specific Phrases for your occupation & Basic Expressions for Everyday conversation; No grammar to learn. No alphabet to memorize; Well-organized, easy to use. Designed for newcomers to Spanish. Avoid Communication Frustration. Learn only what you will use. No need to learn "the whole language"; Build teamwork, morale and efficiency. Improve customer service patient care.

$TBA
Instructor: TBA
Dates: TBA
Location: TBA Call 505-863-7743 for more information

Conversational Russian
A beginner workshop for Non-Credit to learn the basic skills of the Russian language from a native speaker. You will learn common form of greetings, how to ask for direction, and the proper way of pronunciation and more.

$TBA
Instructor: TBA
Dates: TBA
Location: TBA Call 505-863-7743 for more information

Conversational Zuni
Learn conversational Zuni from a native speaker and build confidence and speaking skills to feel comfortable when meeting native Pueblo people. Conversational Zuni may also be helpful in the workplace when dealing with the public and customer service. This workshop will benefit natives of Zuni, who would like to improve their speaking skills or anyone who wishes to become more comfortable and efficient in the language.

$TBA
Instructor: TBA
Dates: TBA
Location: TBA Call 505-863-7743 for more information

High School Equivalency Testing
with the HiSET paper-based exam
Testing Dates: TBA
Full testing package or single subject
Please call (505) 726-6310 for registration information

Arts & Crafts
Basket and Bow Making
Come and learn how to put beautiful gift baskets together for the holidays and other upcoming occasions. Learn how to make those big beautiful bows. A supply list will be available for you when you register.

$40
Instructor: Ara Green
April 4 & 5
6:00-8:00PM
Location: CH 205

Plasma Cam (CNC) Cutter Training
Learn to use a CNC Plasma Cutters for cutting artistic metal shapes and custom parts.
Class meets on 6 Saturdays.

$275
Instructor: Ed Munoz
Feb. 25, Mar. 4, 11, 25, Apr. 15 & 22
8:00-2:00PM
Location: Calvin Hall 203
The Adult Education Center is tucked into a neighborhood on Gallup’s north side. Our students and staff have created a comfortable learning environment where students can feel safe and at home while attending classes to earn their High School Equivalency Diploma (aka “GED”), prepare for college, learn English, and become involved in the community. Students have planted and tend fruit trees around the parking lot, and vegetables and flowers in ammunition and parachute boxes discarded from Ft. Wingate. Our Center’s Elders have shared their wisdom with younger students to construct gazebos and picnic tables out front, and international artists have helped students create a welcoming mosaic in our entryway that includes broken liquor bottles from north side alleys, showing that even broken lives can be made whole and beautiful with the proper time, attention, and guidance.

We provide an adult education program that is creative, collaborative, and engaging with experienced, professional, and compassionate teachers. Our staff is bilingual—speaking Navajo, Zuni, or Spanish as well as English. Our center is a trauma-informed agency, so we work well with students who have or continue to experience trauma. We are honored to collaborate with the international organization 4th ATD to provide innovative service learning projects for our students; to serve as a job-training site for New Mexico Aging & Long Terms Services Department, which allows us the privilege of hosting Elders on campus, and to partner with Gallup Service Mart to host quilting classes and an annual ceremony to heal local veterans.

North Campus Adult Education Center at a glance:

- Classes are FREE and materials are provided
- Classes on a Quarterly Schedule Year-round: classes start in July, September, January & April
- In addition to academics, all classes include life, study, and job skills
- Our students range in age from 16-64
- Sign-in begins a few weeks before each session
- New Students are required to attend a three-day Introduction to Adult Education Class Orientation to our program, Assessment, and How Adult Education is NOT high school!
- High School Equivalency Testing with the HiSET paper-based exam is offered on site
- An advisor is on-site to assist student’s transition to college or employment.
- We also help students with Social Services Agencies
- We host **Quilts of Valor** in June & participate in the UNM-G **Holiday in New Mexico** each December

Contact us at (505) 726-6310 or www.gallup.unm.edu  Visit us at 425 N. 7th Street (at Maloney)
Mission: To develop skilled entrepreneurs and strong businesses.

We provide quality assistance, education, and resources to potential and existing small businesses to strengthen the economy of New Mexico.

For over twenty years, New Mexico’s small business owners and entrepreneurs have relied upon the professional, confidential, and no cost services offered by their local Small Business Development Centers.

Your local SBDC is one of 20 offices in the New Mexico network and one of 1,100+ nationwide. A certified resource partner of the U.S. Small Business Administration and fully accredited by the national Association of Small Business Development Centers.

Learn the secrets to success in our upcoming training and/or one-on-one counseling sessions. Take advantage of the wealth of resources and training available on a variety of business related topics. SBDC trainings and presentations are inexpensive and often free to attend.

BUILDING NEW MEXICO’S ECONOMY ONE BUSINESS AT A TIME

Please visit our website to view and register for upcoming workshops and events: www.nmsbdc.org/gallup.

Or contact us to schedule an appointment for consultation.

Contact Information:
106 West Highway 66 Gallup, NM 87301 (505) 722-2220 gallupsbdc@unm.edu
**PARENT/GUARDIAN E-MAIL ADDRESS (IF UNDER 18):**

**STUDENT EMAIL:**

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<tr>
<th>STUDENT FIRST NAME:</th>
<th>MI:</th>
<th>LAST NAME:</th>
<th>STUDENT BIRTH DATE:</th>
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**PARENT/GUARDIAN NAME (IF UNDER 18 YEARS OF AGE):**

- FALL 20 [ ]
- SPRING 20 [ ]
- SUMMER 20 [ ]

**MAILING ADDRESS:**

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<th>CITY</th>
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**HOME PHONE #:**

**CELL PHONE #:**

**EMERGENCY CONTACT PERSON & PHONE #:**

**I WISH TO REGISTER FOR THE COURSES LISTED BELOW AND ACCEPT ALL FINANCIAL RESPONSIBILITY**

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<tr>
<th>COURSE #:</th>
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**TOTAL**

- I accept full responsibility for any fees accrued for registration of classes offered through Community Based Ed & Workforce Division (Personal Enrichment courses, workforce training courses, community education courses, etc.).

**NO REFUNDS**

- Yes, I give permission for the use of photographic portraits or pictures of student or artistic work in which may be included intact or in part, composite or distorted in character or form.

  *Please fill out a Model Release Form.*

- No, I do not give permission for the use of photographic portraits or pictures of student or artistic work in which may be included intact or in part, composite or distorted in character or form.

Student Signature

Date

Parent/Guardian (if under 18 years) Signature

Date